



TOWN OF SAHUARITA
ATTN: SPECIAL EVENT REQUEST
375 W. SAHUARITA CENTER WAY
SAHUARITA, AZ 85629
(520) 822-8896

OFFICE USE ONLY
PRESUBMITTAL DATE: _____
PERMIT NO. _____
APPROVED DATE: _____
FEES: _____

SPECIAL EVENT PERMIT APPLICATION (SEPA)

Title of Event:

The undersigned makes application for a permit to enter upon a portion of the Town's facility, park, public highway, street, alley, bike lane, sidewalk, or drainage way for an organized special event. The SEPA must be submitted 90-Days prior to the event date. **NOTE:** a pre-application meeting should take place prior to submittal to ensure all applicable documentation is included in this submittal and a SEPA permit fee waiver may be obtained under certain conditions. Contact the Parks & Recreation Director with any questions at: 520-822-8896. (Some permit fees may apply, see fee schedule for special event permits)

Event Date(s) _____ Event Hours: _____ Set-up Time: _____

Event Location or Route Travelled:

- | | |
|--|---|
| <input type="checkbox"/> Anamax Park | <input type="checkbox"/> Sahuarita Lake Park Amphitheatre |
| <input type="checkbox"/> North Santa Cruz Park | <input type="checkbox"/> Quail Creek-Veterans Municipal Park |
| <input type="checkbox"/> Parque Los Arroyos | <input type="checkbox"/> Municipal Complex |
| <input type="checkbox"/> Anza Trail Park | <input type="checkbox"/> Other areas will require a written permission of landowner |
| <input type="checkbox"/> Roads-Race | special events process still applies if located with Town limits. (Identify location on submitted route map.) |

Individual or Company Full Legal Name (if applicable)

Title of Representative

Name of Representative (First, Middle Initial, Last)

E-Mail Address

Address

Phone No.

Fax No.

Name of Barricade Co.

Mobile /Company Phone No.

**Traffic
Control Plan**

Representative of Barricade Co.

Company Address:

- ☐ **Certificate of Insurance (COI) and Insurance Endorsement:** Commercial General Liability not less than \$1,000,000.00. Town of Sahuarita names as Certificate Holder Policy Statement: Town of Sahuarita is named as an additional insured with respect to claims arising from the operations or acts of the permit holder with regards to the event named in the permit application. Insurance and Endorsement must be submitted a least 20 business days prior to the event.
- ☐ **Right of Way Permit** This permit must be submitted and completed by a Certified Barricade Company. (This permit pertains to races or any organized event that will impact public highway, street, alley, drainage way, and/or the Right of Way.) Must be submitted 90 days prior to event. (If this event is a race along with ROW permit a Traffic Control Plan and Race Route will be required.) *Additional permit fee may apply.*
- ☐ **Traffic Control Plan and Race Route will be required.)** *Additional permit fee may apply.* **Traffic Control Plan (TCP)** (At a minimum, a map of the route within any barricades, signs, volunteers, or off duty Law Enforcement) Note: More complex events require more complex and extensive plans that will require additional time to review and may require meeting(s) of all personnel and agencies involved. A completed TCP must contain a written description plan and an illustrated (TCP) all must be submitted 75 days prior to the event.

To be included in the TCP:

- Site plan and Race Route (written and illustration/map)
- Point Control must be managed by a certified and trained Law Enforcement Personnel. (Fees for Sahuarita Police Officers are listed in the Event Notification Permit)
- Road Closure: ☐ Yes ☐ No If yes, on your route, site plan indicate the road(s) beginning/ending points and date.
- Assemble and disassemble staging areas: Please provide additional information on a separate page.
- Location and description
- Will there be any Parking Restrictions? ☐ Yes ☐ No (Event parking must be included on site plan.)
Please explain:

- Will this be a sanctioned event? ☐ Yes ☐ No
- OR is this a "Fun" event? ☐ Yes ☐ No



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PRESUBMITTAL DATE: _____
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- **Estimated Number of Participants:** _____ **Estimated Number and Type of Vehicles:** _____
- **Age Group of Participants:** _____
- **Is Applicant a Non-Profit (501(c)(3))** ☐ Yes ☐ No *If you are a 501(c)(3) Tax Exempt Organization: Event Applicant/Organization must be the name holder on the application and 501(c)(3) certificate must be attached to be eligible for a SEPA fee waiver. a) Special Event Permit fee can be waived for special event permit application who are a designated non-profit, charitable organization and can produce their current 501c3 tax designation. A request for the waiver must be sent to the Parks and Recreation Direction with a copy of the appropriate IRS form. b) Other organizations can request a permit fee waiver for special events that are open to the public and can be deemed to further enhance recreation activities for the town residents. A request for the waiver must be sent to the Parks & Recreation Director with an explanation of the recreational benefits of the proposed public event.*
 - **Or is Applicant for Profit** ☐ Yes ☐ No *Special event permit fee may apply*
 - **Or is Applicant an Individual** ☐ Yes ☐ No *Special event permit fee may apply.*
- **Will there be Acceptance of Gratuities or Fees for the event?** ☐ Yes ☐ No
Please explain: _____
- **Town of Sahuarita Business Licenses #:** _____
Event organizer must have a Town of Sahuarita Business License at the time application.
- **Will your event have Vendors?** ☐ Yes ☐ No *All vendors must have a Town of Sahuarita Business License and if applicable a Pima County Health Permit **PRIOR** to the event.*
- **Event Organizer must provide the Town Clerk Department with a list of all vendors participating in the event at least 10 business days prior to the event and must also ensure that all vendors have proper licensing before the event.**

- **Alcoholic Beverages for sale?** ☐ Yes ☐ No *If yes, a Special Event Liquor License Application must be submitted within a minimum of 60 days prior to event to the Town Clerk Department. (See State of AZ Dept of Liquor License and Control for application www.azliquor.gov) Additional license fees may apply to the State and Town of Sahuarita.*
- **Will you require Police Officer/s (Security) for the event?** ☐ Yes ☐ No *If yes, how many officers are you requesting.*

Additional fees and permit by the Police Department may be required. A 30 day advance notice is requested, if requested less than 30 days an additional late fee per Officer will be applied
- **Does plan include Tents and/or Canopies?** ☐ Yes ☐ No *Please indicate tent size(s) and quantity of tents. A building permit is required for tents over 400 square feet and for canopies over 900 square feet. Please list tent information here and tent locations must be identified on route/event map: Additional fees and permit by the Planning & Building Dept. may be required depending on size of tent.*

- **Use or set up of temporary signs?** ☐ Yes ☐ No *A temporary sign permit fee may apply. If yes, please provide number of signs, signs size, and a site plan of locations where signs will be placed and must be submitted 75 days prior to event. Additional fees and permit by the Planning & Building Dept. may be required.*

- **Use of any public/Town of Sahuarita facilities?** ☐ Yes ☐ No *If yes, name of facility/facilities?*

- **Use or set up of inflatable rides or other amusement rides?** ☐ Yes ☐ No *If yes, you must first obtain permission from the Parks & Recreation Director and rental company must name the Town of Sahuarita as additional insured on their certificate of insurance. No Water Inflatable's are will be allowed. (No inflatables of any type allowed at the Sahuarita Lake Park).*
- **Will this event be held on Private Property?** ☐ Yes ☐ No *If yes, state location.* _____
Events on Private Property must have written permission of property owner if you are not the owner. A Zoning Clearance Permit may be required and can be obtained from the Planning & Building Dept.

** NOTE: Rental information for all Town of Sahuarita facilities is available on the Town of Sahuarita website www.ci.sahuarita.az.us Please request additional information on permits for Town facility rentals if applicable. Please note if you are planning to rent any park facilities (i.e. ball fields, ramada, amphitheatre, etc.) separate permit and fee applies.

Applicant's Signature _____

Date _____

P&R Director's Approval Signature _____

Date _____

updated 12/14/12



RELEASE, HOLD HARMLESS AND INDEMNITY AGREEMENT FOR SPECIAL EVENT

_____, agrees to release, hold
(Name of Organization/Individual responsible)

harmless and indemnify the Town of Sahuarita, its officers, employees and agents, from any and all losses, liability, claims, actions, suits or damages including, but not limited to, personal injury damages (including death) or property damages which arise, result, or otherwise might be attributable to any use of the facilities provided to me by the Town of Sahuarita.

This Release, Hold Harmless and Indemnity Agreement includes any cause whatsoever, including negligence of any and all of those persons specified as being released above for the event/facility listed below with location and date included.

(Event date and location or facility being used)

THE UNDERSIGNED CERTIFIES THAT HE/SHE IS THE AGENT OF
IS ACTING ON THEIR/ITS BEHALF AND IS DULY AUTHORIZED TO SIGN THIS RELEASE, HOLD
HARMLESS AND INDEMNITY AGREEMENT ON THEIR/ITS BEHALF. THE UNDERSIGNED HAS
READ THIS AGREEMENT FULLY, UNDERSTANDS ITS CONTENTS AND HAS VOLUNTARILY
EXECUTED IT.

DATED _____ this day of _____, 20____.

(Signature)

(Office Title)

SUBSCRIBED AND SWORN to before me by

This _____ day of _____, 20____,

Notary Public

My Commission Expires:



Sahuarita Police Department

315 W. Sahuarita Center Way
Sahuarita, AZ 85629
(520) 344-7000
FAX (520) 344-7050

EVENT NOTIFICATION FORM

Event	Event Date	Event Hours
Location of Event		
Description of Event		
Town of Sahuarita Sponsored Event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Police Assistance Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you mark "Yes" please complete this entire form and return as indicated. If you mark "No" please complete the top portion of this form and return as indicated.		

EVENT POINT OF CONTACT

Name	Company Name	Title
Phone	Email	Fax

REQUIRED ATTACHMENTS

POLICE OR VIPS	EXPLORERS
<input type="checkbox"/> Town of Sahuarita Special Event Permit, <input type="checkbox"/> N/A	<input type="checkbox"/> Town of Sahuarita Special Event Permit
<input type="checkbox"/> Certificate of Liability Insurance w/ Endorsement, <input type="checkbox"/> N/A	<input type="checkbox"/> N/A
<input type="checkbox"/> Event Location: Route/Map/Layout, <input type="checkbox"/> N/A	

Please complete the following sections only if you are requesting police assistance at your event:

Type of Service Requested
<input type="checkbox"/> Traffic Control <input type="checkbox"/> Security <input type="checkbox"/> Demonstration <input type="checkbox"/> Other, please describe:
Police Vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No
Special Units? <input type="checkbox"/> Bike Patrol Unit <input type="checkbox"/> Canine Unit <input type="checkbox"/> Motorcycle Unit <input type="checkbox"/> VIPS <input type="checkbox"/> Explorers <input type="checkbox"/> Other:

Describe Request

Please return this form and required attachments to:

Attention: Ofc. Chris Portillo
Off-Duty/Special Events Coordinators
Sahuarita Police Department
315 W. Sahuarita Center Way
Sahuarita, AZ 85629
FAX: (520) 344-7050
cportillo@ci.sahuarita.az.us

OR

Attention: Yisel Suarez
Town of Sahuarita Parks and Recreation
375 W. Sahuarita Center Way
Sahuarita, AZ 85629
FAX: (520) 822-8895
With your Town of Sahuarita Special Event Materials

Sahuarita POLICE Off-Duty Rates and Requirements

The following stipulations pertain to the hiring of Sahuarita Police Department Officers for Off-Duty work. Please acknowledge that you understand and accept the stipulations by selecting the box and initially on the line.

- 1) Proof of General Liability Insurance policy in the amount of one (1) million dollars making the Sahuarita Police Department an "additional insured party" to the policy. ☐_____
 - 2) Minimum of thirty (30) days prior notice for job requests to be staffed. All required permits and associated paperwork must be received by the police off-duty coordinator prior to assigning officers to the job. ☐_____
 - If the department receives less than thirty days notice to fill any position, a \$10.00/hour surcharge will apply for each staffed position AND the requesting party will be responsible for any overtime accrued by the off-duty coordinator for off-duty work necessary to staff the request.
 - 3) Payment must be made by the Police Department's next regular pay period and in no event, later than two (2) weeks of the date of the billing. ☐_____
 - Late payment will result in a \$20.00 surcharge for each staffed position.
 - 4) Hourly pay rates as follows: ☐_____
- | Regular Rate | Holiday Rate (time and one half of regular rate) |
|---------------------------------|---|
| Officer \$35.00 | Officer \$52.50 |
| Sergeant \$40.00 | Sergeant \$60.00 |
| Commander \$45.00 | Commander \$67.50 |
- 5) All jobs have a three (3) hour minimum. If cancellation is necessary, a twenty-four (24) hour notification prior to the job must be made or a three (3) hour minimum will be charged per assigned officer. ☐_____
 - 6) Staffing minimum of one (1) sergeant per four (4) officers is required. ☐_____
 - 7) Where a marked patrol unit is requested or where it is determined to be necessary for the safety of assigned officers, the rate is \$50.00 per car per shift. ☐_____
 - 8) Police will be provided on an availability basis only and may be subject to different rates and/or requirements as determined by the Chief of Police or his designee. ☐_____
 - 9) When public safety is a concern, the Chief of Police or his designee reserves the right to adjust the staffing and duties. ☐_____
-

Sahuarita VIPS Requirements

The following stipulations pertain to the staffing of Sahuarita VIPS. Please acknowledge that you understand and accept the stipulations by selecting the box and initially on the line.

- 1) Proof of General Liability Insurance policy in the amount of one (1) million dollars making the Sahuarita Police Department an "additional insured party" to the policy. ☐_____
 - 1) Minimum of thirty (30) days prior notice for job requests to be staffed. All required permits and associated paperwork must be received by the police off-duty coordinator prior to assigning VIPS to the job. ☐_____
 - 2) Where a marked VIPS unit is requested or where it is determined to be necessary for the safety of assigned VIPS, vehicle rate of \$50.00 per car per shift may apply. ☐_____
 - 3) As non-commissioned police affiliates, VIPS have limited authority to provide law enforcement services. VIPS may be utilized to assist in routine traffic control, to operate a demonstration table, to facilitate the distribution of police materials and information, and to conduct other duties as pre-approved VIPS supervisor. ☐_____
 - 4) VIPS will be provided on an availability basis only and may be subject to different requirements as determined by the Chief of Police or his designee. ☐_____
 - 5) When public safety is a concern, the Chief of Police or his designee reserves the right to adjust the staffing and duties as necessary, which may include the assignment of a commissioned officer. ☐_____
-

Sahuarita EXPLORERS Requirements

The following stipulations pertain to the staffing of Sahuarita Explorers. Please acknowledge that you understand and accept the stipulations by selecting the box and initially on the line.

- 1) Explorers are an affiliate of the Boy Scouts of America and the Sahuarita Police Department and as such, are subject to the rules and regulations required by both for insurance and liability coverage, where applicable. ☐_____
- 2) Minimum of thirty (30) days prior notice for job requests to be staffed. All required permits and associated paperwork must be received by the police off-duty coordinator prior to assigning Explorers to the job. ☐_____
- 3) As non-commissioned police affiliates, Explorers do not provide law enforcement services. Explorers represent a youth development and community service organization. Explorers may be utilized to support event staff with logistical operations, to operate a demonstration table, to facilitate the distribution of police materials and information, to assist with supervised traffic control and to conduct other duties as pre-approved by Explorers supervisor. ☐_____
- 4) Explorers must be accompanied by a requisite number of adult advisors as determined by the Explorers staffing supervisor. ☐_____
- 5) When public safety is a concern, the Chief of Police or his designee reserves the right to adjust the staffing and duties as necessary, which may include the assignment of a commissioned officer. ☐_____
- 6) Explorers will be provided on an availability basis only and may be subject to different requirements as determined by the Chief of Police or his designee. ☐_____

RIGHT-OF-WAY USE/SPECIAL EVENT APPLICATION



TOWN OF SAHUARITA
DEPARTMENT OF PUBLIC WORKS
375 W. SAHUARITA CENTER WAY
SAHUARITA, ARIZONA 85629
PHONE NO: (520) 344-7100
FAX NO: (520) 844-4600

FOR OFFICE USE ONLY

Date of Application:		Permit No. Issued:	
Applicant:		Telephone: ()	
Address:		Fax: ()	
Event Name:			
Event Description & Route:			
Emergency Contact Name:		Event Date:	
Emergency Contact Telephone: ()		Event Hours:	
Emergency Contact E-Mail Address:			
Traffic Control Plan: Name of Barricade Company		Phone No.	
Address		Mobile No.	
<input type="checkbox"/> Off Duty Law Enforcement Required No <input type="checkbox"/> Yes <input type="checkbox"/>			
If yes, indicate name of agency, address, & phone number:			

FEE SCHEDULE: Title 3.10.090

Base Fee:	\$200.00
Inspection/Review fee: \$75/hr (if applicable)	
Traffic Control Plan Check Fee: \$50.00 (if applicable)	
Note: more complex events require more complex plans that will require additional time to review and may require more meeting(s) of all personnel and agencies involved	
Violation Fee (\$1,500 fee plus double original permit fee)	
TOTAL PERMIT FEE	

AGREEMENT

Permission is hereby granted to the above named applicant for use of the Town Right-of-Way as herein described on Page 1 of 4, Page 2 of 4, and all attachments, pursuant to the requirements of the Town of Sahuarita, Ordinance No. 1997-09 and Resolution No. 1997-19, or current revisions thereto. Requirements identified in the * Right-of-Way General Notes shall be adhered to. The applicant shall agree provide a copy of the RELEASE, HOLD HARMLESS AND INDEMNITY AGREEMENT FOR SPECIAL EVENT form as part of this agreement. Applicant will submit a traffic control plan and will contract for the proper barricades and warning devices as required on the approved traffic control plan on file with the Public works Department.

Applicant has met the standards of this agreement and paid in advance any and all fees required, and agreed to such conditions as are imposed in the Right of Way/Special Event permit. Concentration of persons and and/or equipment will not unduly interfere with proper fire and police protection, or ambulance service to special event and areas contiguous to such special event.

A COPY OF THIS PERMIT SHALL BE AT THE SPECIAL EVENT AT ALL TIMES.





RIGHT-OF-WAY USE/SPECIAL EVENT APPLICATION

TOWN OF SAHUARITA
DEPARTMENT OF PUBLIC WORKS
375 W SAHUARITA CENTER WAY
SAHUARITA, ARIZONA 85629
PHONE NO: (520) 344-7100
FAX NO: (520) 844-4600

FOR OFFICE USE ONLY

***RIGHT-OF-WAY/SPECIAL EVENT GENERAL NOTES:**

1. Clean up of the event/route will be the responsibility of the Applicant and will be done following the event
2. The applicant will provide reasonable means for informing all interested persons and all persons participating in the special event of the terms and conditions of such special event permit and applicable laws thereto.
3. The special event will not unduly interfere with the orderly operation and accessibility to either persons with disabilities and persons without disabilities, or public roadways, hospitals, parks, schools, or other public and quasi-public institutions in the Town.
4. Failure to abide by the above or any other stated requirements within this permit will result in:
 - a. Denial of permit, revocation of permit, stop work order or other necessary action
 - b. Miscellaneous Permit Violations Fee = double amount of original permit fee (Town Code Title 3.10), plus any and all applicable costs incurred by the Town.
5. If the event passes through any state right-of-way or other roadway under the jurisdiction of another municipality, the applicant is responsible to obtain any and all necessary permit from each jurisdiction.

Applicant Signature: _____ **Date:** _____

STANDARDS OF ISSUANCE (FOR OFFICE USE ONLY)

Obtained and provided written proof of the issuance documents

Paid special event permit fee: Check # **Amount Paid** **Received by** _____

If any state right-of-way is part of the area to be used for a special event, the applicant is responsible to obtain any and all necessary permits for the Arizona State Department of Transportation and the Arizona Department of Public Safety

If the route passes through or is on a road located in Pima County, the applicant is responsible to obtain the pertinent permit required by Pima County

Issuance of this special event permit does not relive the applicant of the responsibility of acquiring any other permits required by law

Applicant has contracted with the Town of Sahuarita Police Department or others approved by the Sahuarita Police Department to provide any additional off duty enforcement deemed necessary

Applicant contracted for the proper barricades and warning devices as required by the traffic control plan submitted to and approved by the Sahuarita Public Works Department

ADDITIONAL REMARKS/CONDITIONS:

Approved by the Town of Sahuarita

By: _____ **Date:** _____

Signature of Town Engineer or Authorized Representative

Right of Way Contact/Representative:

Rick Robinson – Construction/ROW Manager
P: (520) 344-7114 F: (520) 844-4600
rrobinson@ci.sahuarita.az.us



A COPY OF THIS PERMIT SHALL BE AT THE SPECIAL EVENT AT ALL TIMES.